

# Professional Licensee List Order Form Instructions

## Step 1 – Obtain Approval from DOPL to Obtain a List, if Necessary

If you want telephone numbers and addresses included in your licensee list, you must first obtain approval from DOPL to obtain such because this information protected under current Utah law. The approval request form can be found at [http://dopl.utah.gov/licensee\\_list.html](http://dopl.utah.gov/licensee_list.html). Submit this form directly to DOPL at the address or fax number listed on the form. Questions about the privacy laws and exceptions should be directed to the Division of Occupational and Professional Licensing at (801) 530-6628 or [doplweb@utah.gov](mailto:doplweb@utah.gov).

## Step 2 – Define Your Unique Licensee List Request

Once you have obtained approval from DOPL (or if you are requesting a list without telephone numbers and addresses), review the “License Types” list below to determine those you want included in your list. You may also specify unique requirements (i.e., only needing licensee information for those in a specific area such as city or county, OR those issued within a specific period of time, etc.)

### Utah Division of Occupational and Professional Licensing License Types

#### **Accountancy**

- C.P.A. Firm
- Certified Public Accountant

#### **Acupuncture**

- Acupuncturist

#### **Alternate Dispute Resolution Provider**

- A D R P – Arbitrator
- A D R P – Mediator
- A D R P – Negotiator

#### **Architect**

- Architect

#### **Athlete Agents**

- Athlete Agent

#### **Building Inspector**

- Combination Inspector
- Limited Inspector

#### **Burglar Alarm**

- Burglar Alarm Company
- Burglar Alarm Company Agent
- Burglar Alarm Company Qualifier
- Temporary Burglar Alarm Company Agent

#### **Certified Dietitian**

- Certified Dietitian

#### **Chiropractic**

- Chiropractic Physician
- Temporary Chiropractic Physician

#### **Contractor**

- All Contractors
- E100 General Engineering Contractor
- B100 General Building Contractor
- B200 Modular Unit Installation Contractor
- R100 Residential and Small Commercial Contractor
- R200 Factory Built Housing Contractor
- I101 General Engineering Trades Instructor
- I102 General Building Trades Instructor
- I103 Electrical Trades Instructor
- I104 Plumbing Trades Instructor
- I105 Mechanical Trades Instructor
- S200 General Electrical Contractor

S210 General Plumbing Contractor  
S220 Carpentry Contractor  
S230 Siding Contractor  
S240 Glass and Glazing Contractor  
S250 Insulation Contractor  
S260 General Concrete Contractor  
S270 General Drywall and Plastering Contractor  
S280 General Roofing Contractor  
S290 General Masonry Contractor  
S300 General Painting Contractor  
S310 Excavation and Grading Contractor  
S320 Steel Erection Contractor  
S330 Landscaping Contractor  
S340 Sheet Metal Contractor  
S350 HVAC Contractor  
S360 Refrigeration Contractor  
S370 Fire Suppression Systems Contractor  
S380 Swimming Pool and Spa Contractor  
S390 Sewer and Water Pipeline Contractor  
S400 Asphalt Paving Contractor  
S410 Pipeline and Conduit Contractor  
S420 General Fencing, Ornamental Iron and Guardrail Contractor  
S430 Metal Firebox and Fuel Burning Stove Installer  
S440 Sign Installation Contractor  
S450 Mechanical Insulation Contractor  
S460 Wrecking and Demolition Contractor  
S470 Petroleum System Contractor  
S480 Piers and Foundations Contractor  
S490 Wood Flooring Contractor  
S500 Sports & Athletic Courts, Running Tracks, and Playground Installation Contractor  
S600 General Stucco Contractor  
S700 Specialty License Contractor  
R101 Residential and Small Commercial Nonstructural Remodeling and Repair Contractor  
S201 Residential Electrical Contractor  
S202 Solar Photovoltaic Contractor  
S211 Boiler Installation Contractor  
S212 Irrigation Sprinkling Contractor  
S213 Industrial Piping Contractor  
S214 Water Conditioning Equipment Contractor  
S215 Solar Thermal Systems Contractor  
S216 Residential Sewer Connection and Septic Tank Contractor  
S217 Residential Plumbing Contractor  
S221 Cabinet, Millwork, and Countertop Installation Contractor  
S222 Overhead and Garage Door Opener Contractor  
S231 Raingutter Installation Contractor  
S261 Concrete Form Setting and Shoring Contractor  
S262 Gunnite and Pressure Grouting Contractor  
S263 Cementations Coating Systems, Resurfacing & Sealing  
S272 Ceiling Grid Systems, Ceiling Tile and Panel Systems Contractor  
S273 Light-weight Metal and Non-bearing Wall Partitions Contractor  
S291 Stone Masonry Contractor  
S292 Terrazzo Contractor  
S293 Marble, Tile and Ceramic Contractor  
S294 Cultured Marble Contractor  
S321 Steel Reinforcing Contractor  
S322 Metal Building Erection Contractor  
S323 Structural Stud Erection Contractor  
S351 Refrigerated Air Conditioning Contractor  
S352 Evaporative Cooling Contractor  
S353 Warm Air Heating Contractor  
S421 Residential Fencing Contractor  
S441 Non Electrical Outdoor Advertising Sign Contractor

S491 Laminate Floor Contractor

**Controlled Substance Precursor**

Controlled Substance Precursor Distributor

Controlled Substance Precursor Purchaser

**Cosmetology**

Barber

Barber Instructor

Barber School

Cosmetologist/Barber

Cosmetologist/Barber Instructor

Cosmetology/Barber School

Electrologist

Electrologist Instructor

Electrology School

Esthetician

Esthetician Instructor

Esthetics School

Master Esthetician

Nail Technician

Nail Technology Instructor

Nail Technology School

**Court Reporting**

Certified Court Reporter – Shorthand

Certified Court Reporter – Voice

**Controlled Substance Precursor**

Controlled Substance Precursor Distributor

Controlled Substance Precursor Purchaser

**Deception Detection**

Deception Detection Examiner

Deception Detection Intern

**Dental**

Dental Hygienist

Dental Hygienist with Local Anesthesia

Dentist Controlled Substance

Dentist with Anesthesia Class I

Dentist with Anesthesia Class II

Dentist with Anesthesia Class III

Dentist with Anesthesia Class IV

**Electrician**

Apprentice Electrician

Journeyman Electrician

Master Electrician

Residential Journeyman Electrician

Residential Master Electrician

**Engineer/Land Surveyor**

Professional Engineer

Professional Land Surveyor

Professional Structural Engineer

**Environmental Health Scientist**

Environmental Health Scientist

Environmental Health Scientist-in-Training

**Factory Built Housing**

Factory Built Housing Dealer

**Funeral Service**

Funeral Service Apprentice

Funeral Service Director

Pre-need Funeral Arrangement Sales Agent

Funeral Service Establishment and Pre-need Funeral Arrangement Provider

**Genetic Counselor**

Genetic Counselor  
Temporary Genetic Counselor

**Health Facility Administrator**

Health Facility Administrator  
Temporary Health Facility Administrator

**Hearing Instrument**

Hearing Instrument Intern  
Hearing Instrument Specialist

**Landscape Architect**

Landscape Architect

**Marriage and Family Therapy**

Marriage and Family Therapist  
Marriage and Family Therapist – Intern  
Marriage and Family Therapist - Externship

**Massage**

Massage Apprentice  
Massage Therapist

**Naturopathic**

Naturopath  
Naturopath including Surgery/Obstetrics  
Naturopathic Controlled Substance  
Naturopathic Physician  
Temporary Naturopathic Physician

**Nurse**

Advanced Practice Registered Nurse (APRN)  
Advanced Practice Registered Nurse Controlled Substance  
Advanced Practice Registered Nurse without Prescriptive Practice  
Advanced Practice Registered Nurse Intern  
Advanced Practice Registered Nurse Intern without Prescriptive Practice  
Certified Nurse Midwife (CNM) Controlled Substance  
Certified Nurse Midwife Intern  
Certified Nurse Midwife Intern without Prescriptive Practice  
Certified Registered Nurse Anesthetist (CRNA)  
Certified Registered Nurse Anesthetist Controlled Substance  
Certified Nurse Midwife  
Certified Nurse Midwife without Prescriptive Practice  
Licensed Practical Nurse – Valid in Utah Only  
Licensed Practical Nurse - Under Interstate Compact  
Licensed Practical Nurse - Temporary  
Registered Nurse – Valid in Utah Only  
Registered Nurse – Under Interstate Compact  
Temporary Registered Nurse  
Medication Aide Certified

**Occupational Therapy**

Occupational Therapist  
Occupational Therapy Assistant

**Optometrist**

Optometrist  
Optometrist Controlled Substance

**Osteopathic Physician**

Osteopathic Controlled Substance  
Osteopathic Physician and Surgeon

**Pharmacy**

Pharmacist  
Pharmacist Controlled Substance  
Pharmacy Intern  
Pharmacy Technician  
Pharmacy Class A:  
Retail  
Pharmacy Class B:

- Branch
- Closed Door
- Hospice Facility
- Hospital Clinic
- Methadone Clinic
- Nuclear Pharmacy
- Pharmaceutical Administration Facility
- Sterile Products Preparation
- Veterinary Pharmaceutical Outlet
- Pharmacy Class C:
  - Pharmaceutical Manufacturer
  - Pharmaceutical Wholesaler/Distributor
- Pharmacy Class D:
  - Out-of-State Mail Order
- Pharmacy Class E:
  - Analytical Laboratory
  - Central Order Entry Pharmacy
  - Durable Medical Equipment Provider
  - Medical Gases
- Dispensing Controlled Substance License
- Physical Therapist**
  - Physical Therapist
- Physician**
  - Physician and Surgeon
  - Physician/Surgeon Controlled Substance
- Physician Assistant**
  - Physician Assistant
  - Physician Assistant Controlled Substance
  - Temporary Physician Assistant
- Plumber**
  - Apprentice Plumber
  - Journeyman Plumber
  - Residential Apprentice Plumber
  - Residential Journeyman Plumber
- Podiatric Physician**
  - Podiatric Physician
  - Podiatric Physician Controlled Substance
- Private Probation Provider**
  - Private Probation Provider
- Professional Counselor**
  - Professional Counselor
  - Professional Counselor - Extern
  - Certified Professional Counselor Intern
- Professional Employer Organization**
  - Professional Employer Organization
- Psychologist**
  - Psychologist
  - Psychology Resident
- Radiology**
  - Radiology Practical Technician
  - Radiology Technologist
- Recreational Therapy**
  - Recreational Therapy Master Specialist
  - Recreational Therapy Specialist
  - Recreational Therapy Technician
  - Temporary Recreational Therapy Specialist
- Respiratory Care**
  - Respiratory Care Practitioner
- Security**
  - Armed Private Security Officer
  - Contract Security Company
  - Unarmed Private Security Officer

**Social Work**

Certified Social Worker  
Clinical Social Worker  
Social Service Worker  
Social Service Worker – Intern  
Social Service Worker - Externship

**Speech/Audiology**

Audiologist  
Speech-Language Pathologist  
Speech-Language Pathologist and Audiologist

**Substance Abuse Counselor**

Licensed Substance Abuse Counselor

**Veterinarian**

Veterinarian  
Veterinary Controlled Substance  
Veterinary Intern

**Step 3 – Pricing Information**

Customized licensee lists are priced by record and include a minimum \$5.00 search fee for the first 200 records. If your list order exceeds 200 records, each additional record is \$.03. For example, if your list order contains 1,500 records, your list would cost approximately \$44.00.

200 = \$5.00

1,300 @ \$.03 = \$39.00

Total List Cost: \$44.00

**Step 4 – Get Registered and Submit your List Order**

In order to purchase a licensee list you must register with Utah Interactive, the agent contracted to provide these lists, and complete the list order form (attached to the end of these instructions).

**Step 5 – Obtain Your Licensee List**

Once we receive your Utah.gov network registration, your unique licensee list will be emailed to you in Microsoft Excel format within 2 to 4 days. It will include each licensee's Full Name, License Number, Profession, License Type, License Issue Date, and License Expiration Date.

If you have any additional questions, please contact Division of Occupational and Professional Licensing at (801) 530-6628 or Utah Interactive at (801) 983-0275. You can also email your questions to [listmanager@utahinteractive.org](mailto:listmanager@utahinteractive.org).



30 E Broadway, Ste 300  
Salt Lake City, UT 84111  
(801) 983-0275 or (877) 9UT-EGOV  
FAX: (877)-860-7680  
<http://www.utah.gov>

Email: [subscribe@utahinteractive.org](mailto:subscribe@utahinteractive.org)

## Professional Licensee List Order Form

The Utah.gov network is an Internet-based electronic portal designed to streamline access to government information. Utah.gov is managed for the State of Utah under contract by Utah Interactive, LLC. This Agreement is between you, the Purchaser, and Utah Interactive, LLC.

**The fees for obtaining a professional licensee list are \$5.00 for the first 200 records and .03 per record thereafter. Payment is required at the time the list is sent.** There are restrictions on access to certain information and some records are restricted in use. You may be subject to penalties under law if you violate any of these restrictions.

If you have any questions regarding information contained within this Agreement, please contact Utah.gov at 1-877-9UT-EGOV (1-877-988-3468).

### Address

Organization Name: \_\_\_\_\_  
Contact / Admin Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

### Billing Address

Organization Name: \_\_\_\_\_  
Contact / Admin Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

### Billing Options

#### Please Select Only One Option:

*Charges will be debited to the account the same day the list is sent.*

☐ **Credit Card**

☐ Visa ☐ MasterCard ☐ Discover ☐ AMEX

☐ **Auto Check Option**

Bank Name: \_\_\_\_\_

Card #: \_\_\_\_\_

Routing #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Account #: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Name on Account: \_\_\_\_\_

**Please indicate below the professions you are interested in receiving.**

Please note: The list will not include addresses or phone numbers unless the appropriate approval is received from the Division of Occupational and Professional Licensing. All lists are e-mailed to the contact listed above in Excel Spreadsheet format unless otherwise specified.

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- ☐ **If addresses and or phone numbers of licensees are being requested, you must review the attached extract from DOPL's General Rules and you must submit a written request for exception to DOPL using DOPL-Form-16. If an exception is approved by DOPL, you will then need to submit this completed Professional Licensee List Order Form to Utah Interactive, the agent contracted to provide these lists. Questions about the privacy laws and exceptions should be directed to DOPL at (801) 530-6628 or [DOPLWeb@utah.gov](mailto:DOPLWeb@utah.gov).**

More information can be located at [http://dopl.utah.gov/licensee\\_list.html](http://dopl.utah.gov/licensee_list.html)

<b>CUSTOMER SIGNATURE – sign here</b>		<b>By my signature I agree that:</b> If I am signing on behalf of an organization or company, I represent that I have authority to bind the organization or company to this Agreement.
Signature	Date	
Name (printed)	Title	



R156. Commerce, Occupational and Professional Licensing.

R156-1. General Rules of the Division of Occupational and Professional Licensing.

R156-1-101. Title.

These rules are known as the General Rules of the Division of Occupational and Professional Licensing.

R156-1-102. Definitions.

... <sections removed for clarity>

**R156-1-106. Division - Duties, Functions, and Responsibilities.**

(1) In accordance with Subsection 58-1-106(2), the following responses to requests for lists of licensees may include multiple licensees per request and may include home telephone numbers and home addresses, subject to the restriction that the addresses and telephone numbers shall only be used by a requester for purposes for which the requester is properly authorized and shall not be sold or otherwise redisclosed by the requester:

(a) responses to requests from another governmental entity, government-managed corporation, a political subdivision, the federal government, another state, or a not-for-profit regulatory association to which the division is a member;

(b) responses to requests from an occupational or professional association, private continuing education organizations, trade union, university, or school, for purposes of education programs for licensees;

(c) responses to a party to a prelitigation proceeding convened by the division under Title 78, Chapter 14;

(d) responses to universities, schools, or research facilities for the purposes of research;

(e) responses to requests from licensed health care facilities or third party credentialing services, for the purpose of verifying licensure status for credentialing or reimbursement purposes; and

(f) responses to requests from a person preparing for, participating in, or responding to:

(i) a national, state or local emergency;

(ii) a public health emergency as defined in Section 26-23b-102; or

(iii) a declaration by the President of the United States or other federal official requesting public health-related activities.

(2) In accordance with Subsection 58-1-106(3)(a), the division may deny a request for an address or telephone number of a licensee to an individual who provides proper identification and the reason for the request, in writing, to the division, if the reason for the request is deemed by the division to constitute an unwarranted invasion of privacy or a threat to the public health, safety, and welfare.

(3) In accordance with Subsection 58-1-106(3)(c), proper identification of an individual who requests the address or telephone number of a licensee and the reason for the request, in writing, shall consist of the individual's name, mailing address, and daytime number, if available.

... <sections removed for clarity>

KEY: diversion programs, licensing, occupational licensing

Date of Enactment or Last Substantive Amendment: June 19, 2006

Notice of Continuation: March 1, 2007

Authorizing, and Implemented or Interpreted Law: 58-1-106(1)(a); 58-1-308; 58-1-501(4)